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Assistant to DCI

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NO CHANGE in Class. ☐

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Director of Training

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Weekly Summary Report

Date: 30/01/78 By: 008

1. The Deputy Director (Plans) has agreed to participate in the closing ceremonies for Project USEFUL, the special orientation course for 23 military personnel selected on a need-to-know basis by the Chief, Joint Subsidiary Plans Division, Joint Staff.

2. Representatives of the Office of Training and the Air-Maritime Division, DD/P, concluded that requirements for balloon training do exist in the Agency. DD/P has so advised Headquarters, USAF, and has requested assistance and support in meeting Agency requirements in this field.

3. Members of the Clark Committee visited the Intelligence Products Exhibit on Monday, 6 December. The wide interest being shown in this Exhibit has caused various participating offices to improve their displays. The Office of Research and Reports, for example, is already working on new panels.

4. A 32-week course in Albanian reading was begun this week for three students. This course has been possible through the cooperation of the Technical Services Staff which provided the services of the instructor. Another class in Albanian reading is scheduled to begin in February.

5. The Agency is participating to the extent of one student in Norwegian and two students in Dutch reading at the School of Advanced International Studies, Johns Hopkins University. Preliminary work is under way in the development of a course in Danish for three Agency personnel of the Western Europe Division, DD/P.

6. In comparing the test scores achieved on the EOD test battery with the grades of the same students on the examination given in the Basic Orientation Course, the Office of Training has

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established a high correlation between these two test results. It is now possible to predict with reasonable accuracy the aptitude of personnel entering on duty to receive instruction in this course. The Office of Training is making a continued effort to establish correlation in the field of Basic Operations training in order to improve its capability to predict the probable achievement of the students in each course in this series.

7. The Assistant DD/A (A-DD/A) has approved rehabilitation of the warehouse at [REDACTED] and has authorized the Chief, Real Estate and Construction, Logistics Office, to prepare the necessary plans and contract documents for the project at an estimated cost of \$52,800. An estimate of \$50,000 was included in the OTR budget. According to the A-DD/A, "...the provision of (additional) funds will be arranged through the Comptroller's Office and OTR at a later date. The Budget and Finance Officer of OTR is negotiating with the Comptroller's Office to identify the necessary funds before the bids are let.

8. Representatives of the National Security Agency (NSA) sought the assistance of the Office of Training in developing a program whereby 30 NSA personnel per year would be given intensive language and area training in one-year and two-year programs at overseas installations. NSA's requirements for language specialization are comparable to those of CIA, and the Director of NSA has obtained funds and position vacancies for this program. NSA is anxious to insure that appropriate administrative handling of its people on overseas training assignments can be provided. After they have conducted an inventory of the assets of the Department of Defense to accommodate them in this respect, they will seek further support from OTR in connection with those areas of the world in which assistance is otherwise unobtainable. The Office of Training intends to assist NSA in exploring the possibilities of a solution with the Department of State.

9. At the request of the Western Europe Division, DD/P, the Office of Training is conducting a two-day Intelligence Terminology course which will be available to all components of the Agency.

10. At the request of the Foreign Service Institute (FSI), Department of State, arrangements were made for eight Agency personnel, four of which were provided by the Office of Training.

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to sit on the examining panels at the Foreign Service Institute. Nine panels were set up to conduct oral examinations of middle-grade Foreign Service Officers who have concluded a three-month area training program conducted by FSI as a prerequisite to their assignments to new overseas posts. Each panel consisted of representatives of the Department of State, Foreign Operations Administration and CIA. These examinations are given systematically to Foreign Service Officers prior to their departure to a new country overseas.

11. The National Security Agency has provided the Office of Training with an instructor to conduct the semi-intensive Russian reading course for personnel from the Office of Research and Reports.

MATTHEW BAIRD

MB:ep (12/17/54)

cc: DD/P
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